

Office of Security

Trends and Highlights

NOVEMBER

1974

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DIRECTORATE

Administrative - Internal Use Only

12 December 1974

MEMORANDUM FOR: Chief, Administration & Training Division
SUBJECT : Personnel Branch Submission for Office
of Security Monthly Report - November
1974

STATINTL

1. Chief, Personnel Branch, Mr. [REDACTED] departed the scene for training. He is participating in the 44th running of the Agency's Midcareer Course and will return on or about 2 January 1975.

2. The PMCD survey is still awaiting resolution of several areas of disagreement. The Branch reviewed the remaining areas of contention, as listed in PMCD's most recent reply forwarded from the Director of Personnel, and recomputed ceiling, points and average grade for use by Director of Security in dealing with this impasse.

3. A general vacancy notice was published relating to overseas positions in the General Support and Logistics fields. Thirty-five OS careerists responded and their names and biographic profiles have been forwarded for review by these components.

4. Branch personnel completed a lengthy project of reviewing all Admin files and correlating data from individual Assignment Preference Forms into a master file indicating who is interested in what position.

[REDACTED]
STATINTL

Acting Chief
Personnel Branch, A&TD

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - November 1974

HIGHLIGHTS

1. Meetings were held with Office of Joint Computer Support to discuss security features of the Automated Alarm Monitoring System software. Documentation on this will be available in December.
2. Members of the Information Systems Security Group attended a one day conference on computer security at the TRW Westgate facility. This conference concerned the definition of operational modes of computer processing and the definition of computer system testing for security.
3. The Information Systems Security Group has undertaken a detailed review and inventory of the Office of Security's Collateral Top Secret holdings. This is in conjunction with this Office's revamping of the Top Secret Control Program in the Agency.
4. A meeting of the Computer Security Subcommittee, Security Committee, United States Intelligence Board, was hosted by the Information Systems Security Group on 22 November. The meeting, chaired by the Chief, ISSG, concerned itself with a continuing discussion of computer security in the Intelligence Community.
5. A member of Information Systems Security Group assisted in and monitored the sanitization of a CDC 1700 Computer being returned to the manufacturer by the Office of Weapons Intelligence.
6. The final report of the Analysis, Test, and Evaluation of the National Photographic Interpretation Center computer operation was forwarded to the Director, NPIC.

7. Discussions have been held with a representative of the Office of Joint Computer Support working with the COMIREX Staff in planning a COMIREX computer network within the Intelligence Community.

8. A memorandum was forwarded to the Chief, Audit Staff, on the status of action taken by this office relative to the ultimate goal of accreditation of the OJCS IBM 360/67-1 Interactive Computer System.

9. Members of the staff were briefed on Project SAFE (Support for the Analyst File Environment) by representatives of Central Reference Service. SAFE is a large computer program designed to increase the efficiency of DDI Analysts and decrease dramatically the use of paper.

ANALYSIS

The case load returned to a more normal level from a record high in October.

TRENDS

A greater involvement of this office in developing programs is being effected. Representatives are working with CRS on the SAFE program, with NPIC on their new computer system, and with OJCS and COMIREX Staff on a contemplated computer network.

STATISTICS

Cases pending 31 October	33
Cases opened during November	40
Cases closed during November	41
Cases pending 30 November	32

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POLICY AND PLANS GROUP

Trends and Highlights

November 1974

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1. The permanent-chairman of the Security Committee, USIB has requested that a practical and effective computer assisted compartmentation control system be formulated within 90 days and presented to the SECOM. This is to be accomplished in conjunction with the Defense Intelligence Agency representative. Feasibility studies are ultimately to be prepared by the Agency and the Department of Defense.
 2. The responsibility for implementing and coordinating the Federal Incentive Awards Program as it applies to the Office of Security was transferred from the Administration and Training Division to the Policy and Plans Group. It will be an objective of PPG to increase the number and caliber of incentive award suggestions on the part of Office employees.
 3. The survey concerning the use of the Special Clearance (SPECLE) System was completed. While some areas were identified which could result in cost savings, the overall conclusion is that good and accurate service is being provided all customers. Better service could be provided if the burden of coping with daily problems, mainly by telephone, were reduced to allow more time for liaison with customers. By reallocating requests for hardcopy printouts, it may be possible to save some \$21,000 on computer processing time costs. It may also be possible to reduce telephone calls by making hardcopy printouts available to customers having to rely excessively on the telephone. The survey indicated that Intelligence Community Members have trust and confidence in the clearance certification process of the SPECLE System.
 4. The Automatic Data Processing Management Information System (ADPMIS) inventory and summary of ADP Resource requirements for the Office of Security was completed and submitted to OJCS. A physical inventory was made of all equipment. Current equipment rental contracts were examined. Appropriate menus were submitted to OJCS where necessary to update and correct the data for the Office of Security.

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Policy and Plans Group (continued)

5. Two joint Management Conferences and the Office of Security Management Conference were held during the month. Of four Office of Logistics and one Office of Medical Services objectives, one was dropped and it was determined that no Office of Security input was needed for remaining four. The DDA ruled that responsibility for xeroxing Personal History Statements will remain with the Office of Personnel. A new objective covering the development and implementation of an updated Special Clearance (SPECLE II) System will be developed and appropriate milestones tracked by the time of the next Conference in January 1975.

6. In response to Milestone 4 of DCI Objective A57101, a report was submitted to the Chief, Plans Staff, DDA detailing 37 services of the Office of Security for which a costing methodology was selected, units of service identified and a method of application determined. These services account for approximately 85 percent of the Office of Security's FY 1974 budget.

7. In conjunction with the Security Records Division, a briefing and demonstration were provided representatives of the State Department on the development and operation to date of the Office of Security index, SANCA, and the new case control [REDACTED]. The State Department interest stems from its Office of Security's desire to develop an automated case control system for the processing of security clearances. Other ADP activities in the Office were also explained from an over view standpoint. These included SPECLE, the telecommunications data link with Fort Holabird, CENBAD and the plans for the security access control system.

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SECRET

9 DEC 1974

6 December 1974

TRENDS AND HIGHLIGHTS
Special Security Center
November 1974

1. The month of November saw considerable progress in the preparation of the TKH Manual by representatives of the SSC. A draft version of the Manual has been disseminated to members of a COMIREX ad hoc working group, and it is hoped that this draft, incorporating suggested changes, will be disseminated to U. S. Intelligence Board Members before Christmas.
2. Progress was also made on SSC's MBO to upgrade the quality of compartmented intelligence security indoctrinations of CIA personnel. Commencing 3 December a pilot program will be initiated to determine the feasibility of conducting such briefings in groups on regularly scheduled basis, instead of the present individual "as you show" basis. This should result in manpower savings. By January, it is hoped to have suitable slide viewgraphs to compliment the security briefings.
3. A total of eighty-one (81) individuals received SSC security indoctrinations and debriefings into compartmented intelligence matters; four (4) CIA, and seventy-six (76) non-CIA. (The number of CIA personnel briefed next month will increase dramatically as the SSC gradually assumes CIB's function related to the indoctrination of CIA personnel.) Non-CIA personnel indoctrinated include officials of the Department of Agriculture, Justice (including Drug Enforcement Administration) and Commerce, the Federal Energy and General Services Administrations, the U. S. Information and Environmental Protection Agencies, White House, National Security Council, Federal Communications Commission, Council on International Economic Policy, the Institute of Defense Analysis, and the Murphy Commission.

4. Compartmented intelligence secure facilities were accredited at U. S. Army, Fort Bragg, N. C., Research and Development Associates, Santa Monica, California, CINCLANT, Norfolk, Virginia, Pacific Missile Range, Point Magu, California, [REDACTED]

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[REDACTED] USAFSS, Kelly AFB, Texas, Vice President's Office, PFIAB, and the Mail and Courier Branch of the CIA.

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5. A security opinion was prepared related to a DCI suggestion to use videotape presentations on sensitive national intelligence estimative papers.
6. A survey was conducted of NPIC internal security controls of photo working copies to ascertain what waivers to strict accountability might safely be granted.
7. The DDA has approved a Department of Commerce request for a survey of Commerce's security handling of classified CIA materials. The survey will be made during the month of January, and the Physical Security Division will assist the SSC in the conduct of the survey.
8. A meeting was held with three CIA [REDACTED] security officers to develop areas of possible deficiency in OS Headquarters guidance. This meeting was preliminary to SSC's MBO to develop a CIA SI/TKH industrial security manual.
9. A representative of the SSC traveled to Geneva to return compartmented materials to the U. S. following temporary recess of US/USSR SALT negotiations, and to oversee [REDACTED]

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3 DEC 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report for FY 1975 covering the period through 30 November 1974.

2. A comparison of this years statistics with those of November 1973, reveals noticeable differences in Indices, Filing, Computer Support, Compartmented Information and Microfiche activities. The decreases in Indices, Computer Support and Compartmented Information activities are not a real drop in activities at all but a return to normal case loads following heavy key punching and purging in November 1973. The decrease in Microfiche activities results from reducing the number of man-years assigned to this activity and special activity mentioned below.

3. The number of units produced in Filing activities is considerably lower than a year ago and is attributable, for the most part, to the elimination in October 1974 of the back-log of security documents to be filed.

4. During the month the Microfiche and Retirement Branch (M&RB), in addition to performing regular duties, completed photographing the Office of Security's Vital Records material. This activity was commenced in August 1974 and consisted of eight separate projects totalling 289,952 photographic images. Sixty-three 100 foot reels of 16 mm film were expended on the project. Following processing of the film and placing in cassettes, personnel of the M&RB proofed and appropriately labelled each of the 63 cassettes for deposit in the OS Vital Records at the Records Center.

5. A briefing was conducted on 4 November 1974 for a group of representatives from the Department of the Army, Office of the Assistant Chief of Staff for Intelligence, U.S. Army Intelligence Agency, on records creation, indexing, records maintenance and accession and retrieval of information from security files.

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6. On 7 November 1974, SRD participated in briefing representatives from the Department of State on Office of Security ADP applications. Access of the [REDACTED], SANCA and SPECLE systems through Delta Data terminals was demonstrated and [REDACTED] reports reviewed in detail. STATINTL
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7. On 27 November 1974, the head of the Crime Records Directorate at Fort Holabird, Maryland, and two of his associates were briefed on the functions of SRD and viewed SRD operations.

[REDACTED]

Chief,
Security Records Division

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Attachment

cc: C/PPG

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through November 1973		Cumulative Through November 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2280	11	1733	11	Down 547
Indices 25X1A Activities.	[REDACTED] grouped, cards typed, filed and purged, security documents numbered.	30046	7	10547	7	Down 19499
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	57435	12	42983	12	Down 14452
Computer Support 25X1A Activities.	Collective total of 25X1A [REDACTED] systems update transactions, CLB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions.	104083	12	56690	12	Down 47393
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	4991	4	5754	4	Up 763

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through November 1973		Cumulative Through November 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1224	5	1155	5	Down 69
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1148	2	1039	2	Down 109
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	1348	3	2402	3	Up 1054
Microfiche Activities.	Collective total of pages prepared and filmed.	42415	9	31066	6	Down 11349
Compartmented Information Recordkeeping.	Collective total of changes to master record, [REDACTED] 25X1A and cable actions.	36877	9	28035	9	Down 8842
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	7909	4	6206	4	Down 1703

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PSI

DIRECTORATE

10 DEC 1974

MEMORANDUM FOR: Chief, Plans and Policy Group

SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of November 1974.

a. Total Clearance Division receipts for November 1974 decreased by 355 cases as compared to October 1974 (1766-2121); field receipts also decreased (727-871). Total completions for November decreased by 374 cases as compared to October (1871-2245); field completions decreased by 296 cases (637-933). Total pending cases for November were down 105 cases as compared to October (2771-2876), whereas field pending cases showed a slight increase of 90 cases (1522-1432).

b. Figures concerning covert cases for November as compared to October showed a decrease of 213 cases (709-922). The pending SAA's for November reveal an increase of 80 cases as compared to October (574-494). ISS & IST receipts for November decreased by 100 cases as compared to October (207-307), as did completions (228-281). Pending ISS & IST cases for November were down 21 cases as compared to October (536-557).

c. Receipts for reinvestigations showed a slight decrease from October (142-186). Reinvestigation completions decreased by 100 cases as compared to October (115-215).

2. Significant trends noted during the reporting period were as follows:

a. There was a significant increase in the number of pieces of correspondence from the public (257), which averaged approximately 140 during the year.

b. Actions involving general security guidance to CIA

components, boards and committees, averaging approximately 160 during the year, increased to 284 during the month of November.

3. Highlights for the reporting period included the following:

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a. [REDACTED] MBO statistics for the reporting period indicated 1.8 cases completed per man, slightly short of the 2.0 cases per man goal, but with a report production percentage of 28 percent, 3 percent higher than the goal.

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b. Representatives of the Division participated

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f Deputy Director of Security (PSI)

Monthly Activities of the PSI Directorate
(December 1974)

Clearance Division Activity

Total Cases Received	1766
Total Field Cases Received	727
Total Cases Processed	1871
Total Field Cases Processed	637
Total Cases Pending	2771
Total Field Cases Pending	1522

Field Office Investigative Assignments

Total Received	1287
Total Completed	1176
Total Pending	1832

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2902
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1064
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Research

Overt 173 (122-fav; 51-note)

Covert 21

Total	194
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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

NOVEMBER 1974

1. PROCESSING TIME (For * <u>84</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	37	3	5	45

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	4
b. 31 to 60 days	70
c. 61 to 90 days	10
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	22	1
	Total	23

*This figure does not include 7 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 91 CASES.

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PHYSICAL SECURITY DIVISION

HIGHLIGHTS FOR NOVEMBER 1974

During this reporting period, a total of 21 comprehensive security surveys were conducted at the following installations:

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An extensive investigation concerning two missing documents from an outgoing field pouch was conducted. As a result, recommendations were provided the appropriate Headquarters element relative to initiating new procedures which should mitigate the future mishandling of outgoing pouch material.

Headquarters Security Branch personnel met and escorted representatives from two foreign TV networks during the past month. Members of a Swedish TV network and the British Broadcasting Company were given permission by the Special Assistant to the DCI to take movies from outside the compound at the Parkway and Route 123 gates.

A representative of Headquarters Security Branch provided on the scene reporting and assistance of a bank robbery attempt at the Lynn Building in Rosslyn. He directed and assisted the FPOs in Magazine Building in clearing personnel away from the windows and areas of possible danger. Agency personnel were warned of the dangerous situation that existed as they departed at the close of business from the Key, Ames and Magazine Buildings.

The Mail Surveillance Program conducted by the Mail and Courier Branch, OL declared five items suspect during the reporting month. These items were radiographed, inspected and declared safe by the Safety Branch. This brings this year's total to sixteen suspect items processed by the Branch.

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A Safety Orientation Course was presented to a group of security officers at [REDACTED] during the reporting month.

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TECHNICAL SECURITY DIVISION

HIGHLIGHTS FOR NOVEMBER 1974

1. A member of the Division met with representatives from SE, Physical Security Division and Office of Logistics concerning the security of the [REDACTED]

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3. A representative of the Division accompanied members of Physical Security Division and OD&E to the Rome Air Development Center at Griffiss Air Force Base, Rome, New York, to discuss developments in perimeter security equipment.

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4. The Security Access Control System manufactured by [REDACTED] has been delivered and is now installed temporarily in the Badge Office at Headquarters Building. Representatives of the Office and [REDACTED] are in the process of running acceptance test procedures and are validating systems operation.

5. Two members of the Division, accompanied by members of Logistics Services Division, traveled to Hagerstown, Maryland, to review a solid waste disintegrator manufactured by Carborundum, Incorporated. The machine was found to have no application for Agency needs in destroying classified material.

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6. Eleven Agency employees attended the November running of the Physical Security Equipment Course held at the [REDACTED] from 12 - 14 November 1974.

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Six inspections were conducted concerning Industrial Hygiene and Life Safety Codes. One of these inspections resulted in the closing of the Office of Communications Encapsulation Process at [REDACTED] until such time as an analysis of the safety hazards is made and corrective action taken to provide a safe work environment. 25X1A

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PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report NOVEMBER 1974

Monthly

Cumulative
Total FY-75

1.

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2.

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PhySD Monthly Report for NOVEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>60</u>	<u>320</u>
Overseas Violations Correlated	<u>20</u>	<u>123</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>5</u>	<u>12</u>

3. HEADQUARTERS ACTIVITIES

Security Duty Office		
Incidents Involving Written Reports	<u>107</u>	<u>453</u>
Security Assistance Cases	<u>1,471</u>	<u>8,395</u>
Security Inspections of Agency Facilities	<u>240</u>	<u>1,094</u>

Security Services		
Security Equipment Service Calls	<u>757</u>	<u>9,947</u>
Special Support Assignments	<u>10</u>	<u>154</u>
Escort Assignments	<u>645</u>	<u>3,141</u>
Armed Escort Assignments	<u>9</u>	<u>185</u>

4. SAFETY

Safety Surveys	<u>1</u>	<u>7</u>
Special Safety Inspections	<u>12</u>	<u>37</u>
Accident Investigations	<u>2</u>	<u>9</u>
Accident Reports Processed	<u>65</u>	<u>260</u>
Analytical and Statistical Reports Prepared	<u>7</u>	<u>9</u>

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PhySD Monthly Report for NOVEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>21</u>	<u>53</u>
Safety Literature Distributed	<u>1,325</u>	<u>18,189</u>
Fire Alarm Tests Conducted	<u>1</u>	<u>5</u>
Support Actions	<u>12</u>	<u>107</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>62</u>	<u>172</u>
Man-days on Domestic TDY	<u>12</u>	<u>79</u>
Total Man-days on TDY	<u>74</u>	<u>251</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>3.8</u>	<u>44.8</u>
Man-days in External Training	<u>.8</u>	<u>27.1</u>

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7. A member of the Division met with representatives

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8. Engineers from the Division accepted a pre-production unit of a microwave security alarm system which incorporates a video link. This is a new concept which permits both the alarm signal and a video picture of the protected area to be sent back via a microwave link.

9. Four members of the Division visited the Atomic Energy Commission where they were guests of their Security Office. Helpful discussions were held regarding AEC's approach to perimeter security and the use of outdoor security alarms.

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<u>Outside Washington, D.C. Metropolitan Area</u>		
Audio Countermeasures Inspections	<u>1</u>	<u>5</u>
3. <u>BRIEFING AND SERVICES BRANCH</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>9</u>	<u>59</u>
Personnel Briefed	<u>124</u>	<u>926</u>
<u>Training</u>		
Personnel Trained in Security Equipment	<u>44</u>	<u>128</u>
<u>Procurement</u>		
Material Requisitions Initiated	<u>12</u>	<u>135</u>
Dollar Value of Procurements Initiated	<u>\$15,164.30</u>	<u>\$441,097.28</u>
4. <u>ENGINEERING AND PLANNING</u>		
Liaison Meeting with Other Agencies	<u>3</u>	<u>9</u>
R&D Contracts Followed	<u>14</u>	<u>14</u>
Dollar Value of Contracts in R&D	<u>\$934K</u>	<u>\$1.114M</u>
Technical Security Division Contracts Monitored	<u>7</u>	<u>7</u>
Dollar Value of Technical Security Division Contracts	<u>\$873K</u>	<u>\$873K</u>
Visits with Contractors	<u>11</u>	<u>21</u>
5. <u>INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	<u>3</u>	<u>11</u>

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
Number of Students	<u>14</u>	<u>72</u>
Weeks of Special Training	<u>1</u>	<u>1</u>
Number of Students	<u>5</u>	<u>5</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>163</u>	<u>695</u>
Man Days on Domestic TDY	<u>19</u>	<u>64</u>
Total Man Days on TDY	<u>182</u>	<u>759</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>30</u>	<u>100</u>
Man Days in External Training	<u>5</u>	<u>40</u>

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